



## TRAVEL GUIDELINES

Foundation Funds may be used to support travel expenses to scientific meetings or for other research and/or educational conferences, seminars, etc. Travel charged to a research account must be limited to purposes that relate to the investigator's research activity. Travel for educational activities must support the training and education mission of the VA.

An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.

### **Request for Travel Funds:**

Forms are to be completed/submitted a minimum of 4 weeks prior to travel. Complete the Request for Travel Funds form. If you have requested a travel grant from the R&D committee, attach a copy of the memorandum submitted to the Committee.

### **Documents required:**

- A. Program material (i.e. program announcement, agenda, etc)
- B. Abstract or invitation letter when making a presentation
- C. VA Employees - **Approved** authorized absence memo \* and **approved** VA Form 0893.

### **Prepaid Items:**

The Corporation will prepay registration, airline tickets and any other costs that may be required prior to travel. No cash advance will be granted before the travel. **If travel is not completed, the traveler must reimburse the corporation for all prepaid items.**

### **Lodging and Per Diem**

Meal expenses will be paid using VA per diem rates. Current per diem rates can be found at: <https://www.fedtraveler.com/>

Lodging expenses will be paid for original receipted charges up to the normal convention hotel rates. However, VA employees should ask for government rates when available.

### **Rental Car**

Requests for rental cars must be submitted in advance with justification. Use of a rental car **MUST** be pre-approved.

**Expense Reimbursement Form/Travel** - submit with original receipts attached for all items that cost over \$25 including those prepaid by the Foundation.

- Registration/tuition – submit a copy of the meeting agenda. (**Note if any meals are provided, i.e. breakfast, lunch or dinner**)
- Transportation – coach class or government fare. Provide receipt and boarding pass. If personal vehicle is used, mileage will be paid, not to exceed coach class or government fare amount.
- Lodging - bill must be marked paid in full
- Parking – at airport
- Taxi - airport to hotel/hotel to airport
- Mileage – (round trip home/airport) at VA rate
- Phone calls – One per day to home, not to exceed \$5 per call
- Meals – VA per diem rate (**no receipts required**)
- Other – (such as rental car) – must be approved before traveling

**All requests for reimbursement must be received within 10 days of travel. Late submission may result in non-payment of travel claim.**

If you have any questions or problems, please call Mary Jo Brady (60488)

*\* In rare instances, travel conducted while on annual leave may be reimbursable. Questions regarding this issue should be addressed to the Executive Director.*